

**Detailed Description and terms & conditions of the post Mentioned in the Advertisement  
No.DPMSU-Alpy/1938/DEO-CLERK/2014 dt.07.10.2014**

**1. Public Relation Officer cum Liaison Officer**

No.of Post	1
Qualification & Experience	MBA/MHA/MPH/MSW/M Sc in Hospital Management with two years of post qualification experience.
Age	Maximum 36 years as on 1.10.2014
Method of Recruitment	On contract basis
Salary	Rs.16,170/-
Date of Interview & Time	18.10.2014 10AM at CEO's Office ,Arogyakeralam,General Hospital Compound, Alappuzha

**Job Responsibilities of PRO cum Liaison Officers(BAC)**

- PRO cum Liaison Officers (BAC) to coordinate all NRHM Programmes and activities at bloc are including GH/DH/THQH/GoH/CHC/FRU/Block PHC/SC
- Assist the Medical Officers i/c of all health institutions in their area in preparation of Ward Health Plan and Block Health Action Plan and implementation of NRHM
- Organize Health Day in each village monthly in selected places involving district. Media Ex[ert/field staff/ASHA of the village/Anganwadi worker/JPHN/PRI Members/MNGO/FNGO and Male Health worker, To maintain the records of service delivery in the health day in the prescribed formats.
- Assist M.O., i/c Block PHC, CHC in conducting dissemination workshop for all Guidelines in respect of all Programmes among all functionaries upto the Sub-center level.
- Assess training load and needs in consultation with all the categories of Healthcare Providers, vic. Medical Officer/SN/JPHN/LHV etc. In the Block area and assist in preparing training calendar of SBA training/IMNCI/IST/IUD for JPHN & LHV/MTP for Medical Officer.
- Training of ASHA (7 days induction training with Module 1 & 2<sup>nd</sup> , 3<sup>rd</sup> & 4<sup>th</sup> Module for 4 Days x 4 Total days of Training for ASHA=23 Days) has to be organized at Block level. The training is to be imparted by Block Training Team whenever whenever necessary.
- Implementation of BCC activities for all 5 Components of NRHM (1.RCH II, 2.Additionalities under NRHM, 3. Immunization 4. Disease Control/ surveillance Programme such as NVBDCP,RNTCP,NPCB, IDD, NLEP and IDSP 5. Intersectoral Convergence activities including nutrition, safe drinking water etc.
- Monitoring: The activities of contractual JPHN and ASHA are to be monitored regularly using prescribed formats. He/She will report the same to the authority concerned with a copy to State Mission Director, NRHM. He/She will also assist int he activities of Accountant in Health institutions so that the Accounts are maintained properly and fund is utilized judicially and in time.
- HMIS: Monthly reporting in the NRHM reporting format from Sub centre to PHC and PHC to district & State to be submitted regularly, timely & correctly.
- Review meetings : BAC should take part in all the review meetings as per the schedule and sent a report on the same to the District Program Manager (Arogyakeralam).
- Finance : Keep track of funds received for NRHM from District to various health institutions/Wards etc. Under their jurisdiction. Follow up with these intitutions for expending utilization of funds. Collect monthly SOE and Utilization certificate from these

- institutions and forward it to the District Program Manager (NRHM). Guide the institutions in better financial management.
- Convergence activity : The BAC will have to liaise and coordinate Social Welfare Dept. PRI, MNGO, FNGO and all other Stake holders, He/She will have to organize workshop/meeting with above-mentioned stakeholders in order to get full cooperation from them regarding implementation of NRHM. Coordinate intra Communication activities at block level, coordinate orientation activities on Intersectoral convergence.
  - Mother NGO and Field NGO: In every district there will be one Mother NGO under which FNGO will render RCH Advocacy in uncovered and under covered areas in the block. Moreover they will be the mentor of ASHA, so BPM will have to maintain constant touch and coordination with the both MNGO & FNGO.
  - Team work: The NRHM activities could be implemented in the block level in true sense only by an efficient Health Team at block level constituted by all Medical Officers, LHV, SN, JPHN, Field Workers, Health Educator, Supervisors, Male Health Workers, ASHA etc. The idea of introducing Block Programme Management Unit (BPMU) is to support, assist and coordinate the Health team. BAC must be aware of this responsibility during his/her day to day work
  - Documentation: Document events, best practices, initiatives etc at block level
  - Keep contact with District Programme Management Unit (DPMU) frequently to get the updated information regarding implementation of NRHM.
  - Any other job that may be assigned by the MO i/c, PHC, District Program Manager (Arogyakeralam) Chief Executive Officer, DHS, District Programme Management Unit (DPMU), State Mission Director (Arogyakeralam) etc.
  - Reporting to: District Programme Manager NRHM/Superintendent.

## 2. Clinical Psychologist

No. of Post	1
Qualification & Experience	MSc Psychology/MA Psychology/M.phil Clinical Psychology/ PG Diploma in Clinical Psychology conducted by DME Kerala Experience 3Yrs
Age	Maximum 36 years as on 1.10.2014
Method of Recruitment	On contract basis
Salary	Rs.13,000/-
Date of Interview & Time	18.10.2014 10AM at CEO's Office, Arogyakeralam, General Hospital Compound, Alappuzha

## TERMS AND CONDITIONS

1. Candidates with MBA/MHA/MSc in Hospital Management with two years of post qualification experience. Project work conducted as a part of study will not be considered as experience.
2. Recruitment will be initially for a period of three months, which may be extended based on performance of the candidate. The individuals appointed under NRHM on contract basis, will have to enter into a contract with Society.
3. The maximum age limit will be 40 years
4. The undersigned will have the power to relax age, qualifications for the post. The selected candidate should be willing to relocate anywhere in the state.

5. The applicants should have excellent writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
6. Selection will be based on qualifications post qualification experience and performance in the interview/written test.
7. Candidates who have attended regular classes in colleges under recognized Universities need only apply.
8. Claims in respect of qualifications experience etc. Should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview. Candidates are requested to produce certificates and Mark sheet before the Society during the Interview.
9. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of Government of India/Government of Kerala in the matter and no claim for permanency of job or labour claims to the NRHM, DHS or the Government.
10. The total number of positions stated as above are the requirements as on date and it is likely that more number of candidates may be taken as contract from the selected list prepared in the process at the District Health and Family Welfare Societies.
11. No TA/DA will be paid for the interview/written test.

Sd/-

Chief Executive Officer  
NRHM Alappuzha